



Bureau for Private Postsecondary Education
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NOTICE TO COMPLY - CA-3012651-1014 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Romona's Vocational School	Institution Telephone:	800-818-2408
Institution Code:	3012651	Administrator Name:	Romona Lawson
Street Address:	12626 Bellflower Blvd., Downey, 90242	Date of Inspection:	October 23, 2014

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94897 - Prohibited Business Practices.	<p>An institution shall not do any of the following:</p> <p>(1) Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate".</p> <p>The institution's catalog and handbook state "approved" without giving proper disclosure such as: (This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.)</p>
§94902 - General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p>The sampled student files did not contain School Performance Fact Sheets.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(B) Cancellation, withdrawal, and refund policies, including an</p>

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Inspector's Initial: *DB*

Administrator's Initial: *RL*

	<p>explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>The institution's catalog does not include verbiage "or the seventh day after enrollment, whichever is later".</p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(d) A clear and conspicuous statement that the enrollment agreement is legally binding when signed by the student and accepted by the institution.</p> <p>The institution's enrollment agreement does not include the required statement above, in its entirety.</p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(e)(1) A disclosure with a clear and conspicuous caption, "STUDENT'S RIGHT TO CANCEL," under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.</p> <p>The institution's enrollment agreement does not include "or the seventh day after enrollment, whichever is later".</p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(e)(2) The disclosure shall contain the institution's refund policy and a statement that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p> <p>The institution's enrollment agreement does not include the required statement above.</p>
§94911 - Minimum Requirements for Enrollment Agreement.	<p>An enrollment agreement shall include, at a minimum, all of the following:</p> <p>(f) A statement specifying that, if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.</p> <p>The institution's enrollment agreement does not include the required statement above.</p>
§94913 - Required Web Site Information	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>(4) A link to the bureau's Internet Web site.</p> <p>(5) The institution's most recent annual report submitted to the bureau.</p> <p>The institution's website www.hcareersnow.com does not include School Performance Fact Sheet, a link to the bureau's</p>

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	Internet Web site or the institution's most recent annual report submitted to the bureau.
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Code of Regulations	Subsection and Description
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following: (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test; Sampled student files did not contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test.
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: (E) The name, address, website address, and telephone number of the institution. Transcripts do not contain the address, website address or telephone number of the institution.

Inspector's Name	<i>Diana Langston</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Romona Lawson
Institution Administrator's Signature:	<i>Romona Lawson</i>

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml
 Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

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Administrator's Initial: *[Signature]*

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **NOVEMBER 23, 2014**